UPPSALA
UNIVERSITET

Operational Plan 2020

Department of Information Technology

Department of Information Technology – Operational Plan 2020

The work environment survey conducted at the department during spring 2019 revealed a desire among staff for greater transparency regarding operational goals, strategies and planning. This Operational Plan was prepared during autumn 2019 as part of efforts to accommodate that wish. The intention is to describe our organisation in a manner that puts into words what was previously most apparent in the department's budget.

The Operational Plan consists of this introductory text, a summary of account coding for joint IT services plus seven action plans as detailed in the table below.

Action plan	Drafting body
First- and second-cycle studies	Group of directors of first and second-cycle studies
Research	Group of professors/programme directors
Third-cycle studies	Group of professors responsible for third-cycle studies
Collaboration	Management Group
Work environment	Work Environment Group
Equal opportunities	Equal Opportunities Group
Communication	Communications officers and heads of department

The drafting process for the Operational Plan with appended action plans consisted of:
- a first draft discussed by the Management Group on 8/10 and Department Board on 10/10;
- a full proposal discussed by the Management Group on 19/11 and Department Board on 28/11; and
- the final Operational Plan was adopted by the Department Board on 12/12.

Account coding of joint IT for 2018, 2019 and 2020 respectively

Function	Coding 2018	Coding 2019	Coding 2020
Management			
Head of department	75%	75%	75%
Deputy HoD	0%	0%	10%
Div. dir. CSD	40%	45%	45%
Div. dir. DoCS	50%	50%	50%
Div. dir. Syscon	30%	30%	40%
Div. dir. Vi2	45%	50%	50%

Div. dir. TDB	50%	50%	50%
Education			
Head of education	20%	30%	40%
Director of studies, programme coordinators, degree project coordinators, etc.			See separate table for first and second-cycle studies
Research			
Head of research	10%	20%	20%
DiVA	20%	20%	0%
Third-cycle studies			
Director of PhD studies	5%	10%	10%
Collaboration			
Collaboration coordinator	10%	0%	10%
Communication			
Web group	4×10%	2×5%	7% + 2×5%
Work environment			
Mentors	Coordination + 4 seniors + 5 doctoral students at 5%	Coordination + 3 seniors + 4-5 doctoral students at 5%	5% coordination + 2 seniors + 4 doctoral students at 5%
Equal opportunities			
Equal opportunities officer	10	10	10

Coding within UGA

Function	*Coding 2018*	*Coding 2019*	*Coding 2020*
Management UGA			
Director of studies	3×48% + 2×24%	3×48% + 2×24%	4×50%
Subject coordinators	20%	20%	20%
Master's programme responsibility			
DVM	14%	15%	18%
- SS	-	-	2%
- CoPa	2%	2%	2%
TBM	8%	13%	15%

ISM	9%	15%	15%
DSM	-	-	15%
IMM	-	-	15%
Coordination	-	-	2%
Study counselling			
Department	60%	60%	60%
Programme	76%	103%	144%
Coordination	5%	5%	5%
Admissions, reception	10%	10%	30%
Student exchange programmes			
Coordinators	15%	15%	13%
Degree project positions			
Coordinator	25%	25%	25%
Examination	30%	31%	43%

Additional provisions new for this year:

- Jubilee day 08.05.2020
  - Dinner at the castle
  - Travel + accommodation, invited speakers
- Budget for collaboration and communication
  - Funds set aside for events, communication activities, etc.

Appendices

1. Action Plan for First and Second-cycle Studies
2. Action Plan for Research
3. Action Plan for Third-cycle Studies
4. Action Plan for Collaboration
5. Action Plan for the Work Environment
6. Action Plan for Equal Opportunities
7. Action Plan for Communication

Appendix 1: Action Plan for First and Second-cycle Studies

During 2020, the department's first and second-cycle operations will be undergoing major changes in several respects. A major reorganisation is planned, and many new individuals will be included in the organisation's leadership. Six new study programmes will be starting at the faculty, two of which – international master's programmes in Data Science and in Image Analysis and Machine Learning – will be under the department. These programmes will be commencing in autumn 2020 and work on developing the courses, admissions, etc. begins at the start of the year.

In order to handle the increased numbers of international master's students, our ambition is to allocate more teaching staff to assist the master's programme coordinator with admissions and the reception of the large volume of students who will need to be quickly processed, something that will be greatly eased by undertaking parallel activities.

The increased number of students will not only result in an increased workload but also significantly increased revenues, primarily in the form of tuition fees. In order to clarify how this revenue covers the costs associated with this group of students, we will attempt to code support primarily aimed at fee-paying students so that it is paid for from revenue generated by tuition fees.

Developing our study programmes and courses

Work on the new programmes has resulted in a major review of the department's range of courses and programmes. A number of new courses will be started over the first two years of the programmes, although several of these will be further developments on existing courses. The number of course places will be increased for some courses that are already heavily subscribed; for example, Computer Programming I, which will be held on more occasions than at present. Some courses will be held during different periods than previously.

Course evaluations

The faculty's evaluation system follows a six-year cycle, meaning that each educational unit is subject to a more detailed evaluation once every six years. First and second-cycle

programmes and freestanding courses in data will be subject to such evaluation during 2020. Subject and programme coordinators will coordinate this work; however, the department's staff will need to be prepared to assist by providing information.

Special investments

It is the ambition of the group of directors of first and second-cycle studies to:
• set aside development funds for the courses included in the new study programmes
• set aside additional working hours for programme coordinators for the new master's programmes
• set aside extra working hours for master's programme coordinators to work on course evaluations.

Appendix 2: Action Plan for Research

Use of joint departmental research funds (resource A&C + ATR)

These funds are partly used to support department-wide activities in fields deemed to be important going forward. At least half of available joint funds are distributed to divisions for use in strategic departmental investments.

Examples of activities that can receive support:

- Arena activities; seminars, coordination, one-off investments (SPARC projects, hackathons, etc.).
- Occasional support to facilitate recruitment or visiting teachers/researchers.
- Certain support for writing grant applications (department-wide and within fields deemed important going forward, with the potential to succeed).

During 2020, we plan to:

- continue supporting arenas
- invest SEK 500,000 in highlighting and building up research into cybersecurity
- support BUL within ML to the tune of SEK 200,000 (final six months of previously approved four-year investment)
- provide SEK 666,666 to support medical technology (already approved, hereby completed)

New research investments

The department is working to establish appropriate structures with long-term funding for research into didactics in computer science, AI and cybersecurity.

Appendix 3: Action Plan for Third-cycle Studies

Background:

The roles of Director of PhD Studies (studierektor för forskarutbildningen, FUS) and Administrator for PhD Studies (forskarutbildningsadministratör, FUA) are described in dnr IT 2013/49 (by a board decision of 2013/05/30) and are fully followed, such as launching the processes of revising individual study plans; being contact persons; standardising departmental routines; helping PhD students & advisors; maintaining webpages; etc.

The maintenance of webpages actually took a lot of housekeeping effort in the years 2018 and 2019, towards eliminating redundant information, contradictory information, obsolete information, and dead links; moving documents into MP (medarbetarportalen) and reorganising them more clearly (see https://mp.uu.se/c/perm/link?p=20962820),; translating local Swedish-only documents; requesting translations of TekNat-level and UU-level documents that only exist in Swedish; etc.

According to the local "Action Plan for PhD Education" (Åtgärdsplan för forskarutbildningen, see https://www.it.uu.se/internt/policies_rapporter_handlingsplaner/atgardsplan_forskarutbildningen.pdf) , which is based on comments made at the IT Department Strategy Day in autumn 2014, the FUS convenes the professors responsible for PhD programmes (forskarutbildningsansvariga professorer, FUAP) once per term for discussing topics of interest. A lot of standardising of departmental routines was already achieved in 2018 and 2019: the minutes are at https://mp.uu.se/c/perm/link?p=303130870 and summaries thereof are posted at the LäsIT blog and emailed to PhD students & advisors.

Plans for 2020:

Our biggest project is to improve the awareness of PhD students and (especially junior) advisors of the PhD processes and the rights & duties of PhD students. Although all the information is findable (much easier than before, it is hoped) and two (poorly attended) information seminars were held in 2019 by the FUS, it appears that many PhD students and (especially junior) advisors are insecure: they do not know what information exists, where to search for it, or how to apply it. Agreeing on measures overcoming this paradox is the main agenda item of the autumn 2019 meeting of the FUS and FUAPs, towards regular implementation by FUS+FUA+FUAPs starting in 2020.

Also, starting in the year 2020, the remaining specialisations of the PhD subject Computer Science (CS) --- namely Computer Science Education Research (datavetenskapens didaktik) and Human-Computer Interaction (människa-datorinteraktion) --- and all our other PhD subjects and their specialisations will be audited by UU (unlike the other CS ones, which

were audited in 2017 by Universitetskanslersämbetet, UKÄ), and this is expected to consume time of FUS, FUA, and the concerned FUAPs.

Finally, we will contribute to the organisation of the "PhD-Student Day" in 2020 that was decided upon after the wellness survey.

Appendix 4: Action Plan for Collaboration

- The establishment of a new organisation for collaboration.
- Collaboration with the local community via the following activities:
    - o 20th-anniversary celebrations.
    - o Lectures/demonstrations during Culture Night Uppsala.
- Sound out the need for coordinated initiatives on collaborations and joint grant applications with private and public sector stakeholders.

Appendix 5: Action Plan for the Work Environment

Head of department Lina von Sydow is responsible for the work environment at the Department of Information Technology. Ongoing matters are dealt with by HR administrators Ulrika Andersson (also the fire safety officer) and Anna-Lena Forsberg. The department's health and safety representative are Anders Andersson (until 31.12.2021) and Marina Nordholm (until 31.12.2021). The Department Board establishes the Action Plan for the Work Environment and monitors to ensure that it is being implemented. This action plan is revised **annually** taking into account new risks in the work environment and cases completed over the previous 12 months.

A good work environment is one of the most important preconditions for the operational success of the department. Given that, issues related to the department's physical work environment are relatively minor, our focus is on the psychosocial work environment. The department's Action Plan for the Work Environment describes the activities we conduct in order to promptly identify and effectively deal with work environment problems. To the extent deemed necessary, the appropriate resources shall be allocated in the department's budget. Work to continuously monitor and improve the work environment shall be given a high priority by everyone working at the department.

Activities over the coming 12-month period (responsible: head of department)

Health and safety inspections

The next health and safety inspection is scheduled for April-May 2020. The inspection will focus on electrical safety and chemicals.

First-aid training

The next first-aid training course at the department is planned for autumn 2019/spring 2020.

Information regarding the organisational and social work environment

Information activities dealing with the organisational and social work environment aimed at all staff at the department are planned for autumn 2019.

Stress management course/seminar

It is planned to conduct a few brief training activities on stress management at the department.

Onboarding new employees

New materials are to be prepared to ensure the quality of onboarding for new employees. To a certain extent, this is part of the response to the work environment survey conducted in spring 2019.

Working conditions for doctoral students

Working conditions for doctoral students will be reviewed beginning in autumn 2019, partly within the framework of work on the new undergraduate organisation. This review of doctoral students' working conditions is part of the response to the work environment survey conducted in spring 2019.

Annual Doctoral Student Day

A Doctoral Student Day will be organised to highlight issues related to those admitted to third-cycle studies at the department.

Ongoing and regular activities (responsible: head of department)

Everyone at the department with staff responsibility is required to hold performance reviews based on the specified template, so that between us we cover all members of staff. The results of these performance reviews must be followed up and reported at divisional and departmental levels. This allows us to identify signs of overwork, stress, ill health and other issues at an early stage, both at individual and group level. Another purpose of performance reviews is to follow up on employees who have undergone some form of leadership or supervision training. The maximum permitted interval between performance reviews is 18 months. The next period is September-November 2020.
Performance reviews for doctoral students are divided into two parts; firstly, in conjunction with agreeing a new individual study plan and, secondly, in conjunction with the doctoral student's follow-up meeting.
Time should be set aside for performance reviews in staffing plans at divisional level. Division directors and others with staff responsibility, as well as supervisors, shall set aside time for planning, conducting and following up structured performance reviews and for unplanned discussions of the same nature over the course of the year. It is incumbent on

those with staff responsibility to pass on any issues raised during these reviews and discussions that may affect budgets, either to the division director or head of department.

Mentor programme

Everyone employed at the department for a minimum period of one year shall be assigned a mentor by the mentoring coordinator.

Language lessons

All new employees who do not speak Swedish should be encouraged to attend lessons in Swedish.

Work environment survey and health profile

A work environment survey and health checks should be conducted at five-year intervals. Where appropriate, a separate work environment survey and follow-up should be conducted. The most recent work environment survey/health checks were conducted in April/May 2019, when work environment mapping was conducted. In conjunction with this, all staff were offered a medical check-up with our occupational health services provider. In addition to this, all staff at Uppsala University are offered a medical check-up on reaching 50, 55 and 60 years of age.

Leadership training for work supervisors

Leadership training shall be offered, and encouraged, to all staff with supervisory responsibilities; for example, head of department, division directors, director of studies, head of research, research leaders, etc. The aim is that at least 90% of those with supervisory responsibilities shall have undergone training.
This shall be followed up on 30 September each year.

Supervisor training

Doctoral supervisors and degree project coordinators should undergo supervisor training. Supervisor training is obligatory for everyone acting as principal supervisor to a doctoral student. The aim is that at least 90% of all doctoral supervisors shall have undergone training.
This shall be followed up on 30 September each year.

First-aid training

Employees should be offered the chance to attend a first-aid training course every other year. Both basic and refresher courses should be offered. The next training courses will be held in autumn 2019.

Wellness

In the interests of prevention, wellness measures should be offered to all staff; for example, subsidised exercise activities, one working hour of keep-fit per week, massage, fruit baskets in the staff room, etc. The department should also endeavour to ensure that wellness activities are conducted at the department.

Preventative physical work environment measures

The department contributes through workplace design, procurement of work aids, etc. Work adaption should be implemented as soon as possible for both staff and students. Regular health and safety inspections are carried out, the results of which are compiled, evaluated and followed up.

Social & cultural activities

The department arranges and supports various social and cultural activities.

Stress and conflict management

The department contributes by offering training on dealing with work-related situations, in particular those related to stress and conflict. This can take place in groups or individually.

Equal opportunities

Equal opportunities must be included as an important element of the work environment. the department's Equal Opportunities Group is tasked with monitoring this issue and providing information on their work. Equal opportunities work affects both students and staff.

Evacuation drills

Drills are expected to be held on campus once a year. This is administrated by campus management, which has decided that the drill should be held at ITC on odd years and the Ångström Laboratory on even years. The evacuation plan and alarm information is available on the website at:
https://www.polacksbacken.uu.se/Security/Evacuation/?languageId=1

Fire protection inspections

The Security and Safety Division carries out a quarterly fire protection inspection.

Work Environment Group

The Work Environment Group meets three times a year. Members: health and safety representatives, head of department, HR administrators and student representatives. The Work Environment Group coordinates and informs regarding the department's systematic work environment management. The Work Environment Group also acts as the drafting body for the annual review of the Action Plan for the Work Environment.

Crisis and Crisis Support Group

Members: health and safety representatives, head of department, deputy head of department, HR administrators, study counsellors, student representatives. The Crisis and Crisis Support Group shall ensure that crisis-support procedures are in place at the department and provide clear information about these procedures.

Information initiatives

We shall provide information regarding the above and clarify our organisation and division of responsibilities for everyone at the department via:
• LäsIT
• the website
• divisional planning days, meetings, etc.
• work environment signs in Building 4, Floor 2.
• information meetings whenever major changes are made to procedures.
• monthly and annual staff meetings.

Appendix 6: Action Plan for equal opportunities

1.   Introduction

The plan is composed of two parts. The first part describes continuous activities on equal opportunities and gender equality at the department and the second part describes activities planned specifically for 2020. The plan is followed by an appendix that includes a follow-up of last year's equal opportunity and gender equality work as well as a quantitative description of the current situation when it comes to gender equality at the department.
The following plan is applicable to all activities within the Department of Information Technology. It hence applies to all staff and students of the department.

1.1. Responsibility for Equal Opportunities Work at the Department

The Head of Department has the overall responsibility for equal opportunities work at the department. The department has an Equal Opportunities Officer, appointed by the Department Board. The Equal Opportunities Officer is responsible for reviewing and evaluating equal opportunities work at the department, planning and executing equal opportunities projects as well as regularly updating the Equal Opportunities Plan. The Equal Opportunities Officer is also responsible for providing students and employees with support regarding issues or questions related to equal opportunities within the department.

2.   Continuous Equal Opportunities Work

This section presents continuous work regarding equal opportunities equality at the department.

2.1 Equal Opportunities Officer

There shall be an Equal Opportunities Officer, Information about how to get in contact with this person shall be available from the department website

Officers in charge: Head of Department and the Equal Opportunities Officer

2.2 The Equal Opportunities Group

The department shall have an Equal Opportunities Group led by the Equal Opportunities Officer. Each division within the department shall be represented in the group, in addition to representatives of administrative staff, technical staff and students.

The members of The Equal Opportunities Group have the mission to serve as the department's steering committee for equal opportunities. They have the mission to be the review panel in equality issues, such as to monitor and evaluate equal opportunities and gender equality efforts, suggest equality efforts, and plan and implement equal opportunities projects. Furthermore, the group members are expected to inform their respective divisions/equivalent and head of division/equivalent on the work of The Equal Opportunities Group.
The Equal Opportunities Group will have monthly meetings except during June, July and December. The meetings and the documentation of The Equal Opportunities Group will be in English.

Officers in charge: The Equal Opportunities Officer and Head of Department.

2.3 The Management Group (In Swedish: ledningsgruppen)

Members of the department's Management Group who have not yet participated in training on equal opportunities and gender equality shall undertake such training.
There shall be at least one member of the Management Group who is qualified to deal with equal opportunities and gender equality issues and who will have the explicit responsibility for monitoring such issues.

Officer in charge: Head of Department

2.4 Contact Person for Gender-Related Violations

There shall be a contact person for gender-related violations. This person shall, to the greatest possible extent, receive relevant training to be able to fully perform this responsibility.

Officer in charge: Head of Department

2.5 Recruitment

For each recruitment process those in charge (supervisors, director of undergraduate studies, group leader, etc.) shall actively and widely search for candidates of underrepresented gender.

Measures taken to this end shall continuously be reported for consolidation and review, in order for channels and contact networks for recruitment to be progressively developed. In the long term, this may contribute to a gender-balanced recruitment processes.

Officer in charge: Head of Department

The Head of Department, in collaboration with the Equal Opportunities Officer, will investigate ways to track how an active and wide search for candidates of underrepresented gender has been carried out, based on feedback from those responsible for the recruitment.

Officer in charge: Head of Department

There is to be a follow up analysis of gender representation in positions at the department using the gender equality indicators. The analysis will look at the proportion of women and men in the positions mentioned in the appendix of this equal opportunities plan. The follow up should be done every fifth year starting the year 2016. Corrective measures shall be imposed if there is not a positive development. With positive development is meant a visible change towards a breakdown of women and men within the interval 40-60%

Officer in charge: Head of Department in consultation with the Equal Opportunities Officer

2.6 Salaries

Differences in pay both within and between different comparable groups of employees shall be investigated using the salary statistics to determine whether they can be explained on the basis of gender, or if there are other explanations. Specifically, salary differences between administrative and technical staff as well as between lecturers and research assistants shall be analysed. If any differences are found to be on the basis of gender, action shall be taken to remove them.

Officer in charge: Head of Department in consultation with the Equal Opportunities Officer

2.7 Information

Provide general information on the work that is being done on equal opportunities at the department, which resources are available, etc.

Officer in charge: The Equal Opportunities Officer

Information on the work of The Equal Opportunities Group is to be provided continuously at division meetings and, as and in LäsIT

Officer in charge: The Equal Opportunities Officer

A summary report on the work of the Equal Opportunities Group is to be a part of the next year's equal opportunities plan.

Officer in charge: The Equal Opportunities Officer

Meeting minutes of The Equal Opportunities Group shall be published on Medarbetarportalen.

Officers in charge: The Equal Opportunities Group

2.8 Appointment of Groups with Important Strategic or Decision-making Functions

There shall always be representation of both genders in every group appointed to discuss or decide on issues affecting a larger number of employees. Groups with both gender represented are the Department Board the Work Environment Group, the Emergency Management Group, The Equal Opportunities Group, the Nomination Group and the Program-Responsible Professors Group (Swedish: PAP-gruppen).

Officer in charge: Head of Department

There is to be a follow up analysis of appointments at the department by collecting and documenting data on the gendered composition of investigative and decision-making bodies. The follow up should be done every fifth year starting the year 2016. Corrective actions shall be imposed if there is not a positive development in these measures.

Officer in charge: Head of Department in consultation with the Equal Opportunities Officer

2.9 Research

The department shall strive to increase the share of senior women in research, as well as improve visibility for female researchers (both within and outside the department). Among other things, this means that women shall be represented to a high degree in any group of strategic nature – such as groups formed for referral reports, grant applications, etc.
Officer in charge: Head of Research

2.10 PhD Education

The department shall strive to increase the proportion of female PhD students, as well as improve the visibility of female PhD students.

Officers in charge: Head of Department

There is to be on-going analysis of the gender distribution of examination committees and faculty examiners for the public defense of PhD dissertations per research subject. Corrective measures shall be imposed if there is a gross imbalance over a 36-month period. The aim should be to have an equal gender distribution when assigning faculty examiners for the public defense of PhD dissertations. In cases where a woman is not selected, a written report shall be made by the FUAPs and sent to the Head of Department. This report should not in a routine manner refer to a lack of candidates, but should show that considerable effort has been made and describe why it failed. Note that even though the department does not formally appoint faculty examiners or examination committees it is in our interest to evaluate and influence their gender distribution.

Officer in charge: Head of Department in collaboration with FUAPs.

2.11 Undergraduate and Postgraduate Education

Gender coaching and training in gender-sensitive pedagogy shall be offered to all teachers at the department.

Officer in charge: Head of Department

2.12 Equal Opportunities Plan

The Equal Opportunities Plan shall be evaluated and revised yearly. The Equal Opportunities Plan shall be made available in Swedish and English. In case of any disputes over interpretation between the different versions, the Swedish version will prevail.

Officer in charge: The Equal Opportunities Officer

2.12 Funding for Measures to Promote Equal Opportunities

The department has set aside funds to be used for activities (proposed by employees at the department at application time) deemed to be positive with regard to equal opportunities at the department. Announcements for grant opportunities are made four times each year. The applications will be compiled and ranked by The Equal Opportunities Group, after

which the Head of Department makes the decision. The group itself may also propose initiatives that could be funded from this pool.

A summary of who applied for the funds and what sums have been granted will be compiled and published for instance in LäsIT at the end of each year.

Officer in charge: Head of Department in consultation with the Equal Opportunities Officer

3   Action Plan 2020

The equal opportunities action plan for 2020 includes six areas of action.

3.1) Enhance capacity of the equal opportunities group to work as change agents

WHAT: The goal of this action is to enhance the capacity to work as change agents at the department, and to learn about equal opportunities.

HOW: 1) Input to Head of Department: make sure to organise training courses for staff on how to increase stress-free work productivity (call for special projects to be funded by equal opportunities group, if needed); 2) Pedagogic lunch seminar(s) on Asperger, ADHD, Autism etc. with invited speakers; 3) Organise an equal opportunities retreat in fall 2020; 4) Organise Swedish fikas; 5) Organise equal opportunities fikas; 6) Maintain google doc with list of possible speakers for equal opportunities fikas; 7) Assess feasibility of organising an equal opportunities day (e.g., in collaboration with Teknat); 8) Include examples of successful projects on website; 9) Rewrite calls for projects to widen the scope of each call to all project types and invite applicants to join review of applications at equal opportunities meetings; 10) Input to Head of Department: make sure that relevant information on what to do in case of discrimination is easily accessible; 11) Design graphic profile for equal opportunities group; 12) Design and distribute flyers to promote the equal opportunities group and important information from the group (events and "recommendations")

WHEN: Items 1-to-6 and 10-to-12 will be discussed at the January meeting; 7) will be discussed in February and throughout the year; 8) and 9) will be discussed in February

COORDINATOR: 1) Ginevra; 2) Lars; 3) Ginevra and Anna-Lena; 4) Eva; 5) Karolina; 6) Ginevra and Everyone; 7) Ginevra and Everyone; 8 & 9) Ginevra and Eva; 10) Liselotte; 11) Leslie; 12) Leslie and Everyone

3.2) A better gender situation for technical and administrative (TA) personnel

WHAT: The goal is to improve the gender situation for technical and administrative personnel.

HOW: 1) Work with understanding harassment techniques starting off with a study circle for T and A personnel: invited speaker on harassment techniques.

WHEN: Item 1) will be discussed at the February meeting, or later if the follow-up work from the work environment questionnaire has been not been finished before February. At the meeting we will assess the feasibility and the timing of this action, based on (1) an estimate of how much time it is necessary to carry this out and (2) a discussion with the Head of Department.

COORDINATOR: 1) The representatives for the A-group and the T-group

3.3) Diversity aware education that creates a better learning environment for all

WHAT: The goal is to support students from a diversity perspective, educate teaching faculty in diversity awareness in teaching and support changes in the introductory courses for teachers.

HOW: 1) Extend diversity lecture delivered by Paul Bengtsson in September 2019 to all BSc and MSc introductory courses at the IT Department; 2) Input to Director of Studies group on the importance of training staff on how to conduct course projects with diverse student groups; 3) Pedagogical seminar on how to conduct course projects with diverse student groups; 4) Address the UTN survey: invite people to discuss the results of the survey at equal opportunities fika; 5) Raise awareness about harassment issues in students context at our Department (based on UTN survey); 6) Teaching assistants training day/lunch (on bias, discrimination, harassment); 7) Seminar for teachers about how to avoid and handle "difficult" situations

WHEN: Item 6) will be discussed at the February meeting; Items 1) and 4) will be discussed at the March meeting; Items 2), 3), 5) and 7) will be discussed at the April meeting

COORDINATOR: 1) Ginevra; 2) Liselott; 3) Liselott and Lars; 4) Liselott; 5) Lars and everyone; 6) Eva; 7) Lars

3.4) Better PhD student education for all

WHAT: The goal is to have equal opportunities aware PhD students and supervisors and create a playing field where all PhD students at the IT Department have the same opportunities.

HOW: 1) Identify aspects of Festa toolkit that could be implemented and work in coordination with FUAPs and Pierre Flener to make concrete steps; 2) Contact Doctoral boards at IT and Teknat level to reach students: present what we are doing and invite students to take part.

WHEN: 1) and 2) will be discussed at the February meeting

COORDINATOR: 1) Ginevra; 2) Leslie

3.5) Career development from an equal opportunities perspective

WHAT: Support early career faculty from an equal opportunity perspective.

HOW: 1) Plan retreat to write applications for promotion and identify who this could be good for; 2) Projects related to gender and work environment at Divisions; 3) Discuss with early career faculty (e.g. assistant professor) what support they need and make sure that information on support is available to them

WHEN: All items will be discussed in the November meeting

COORDINATOR: 1) Gunilla; 2) Ginevra and Heads of division; 3) Gunilla

3.6) Supporting equal opportunities aware research

WHAT: Support integration of equal opportunities perspective in research activities at the IT Department

HOW: 1) New call for funding to support how to formulate and work with aspects related to equal opportunities in research project proposals; 2) Find out what Teknat is doing in relation to point 1 and invite them to equal opportunities fika; 3) Find out what Vinnova expects in relation to point 1: invite them to equal opportunities fika and, possibly, to Department Research Strategy Day; 4) Plan for talk on equal opportunities issues of relevance to research at the next Department Research Strategy Day

WHEN: 2), 3) and 4) will be discussed at the May meeting; 1) will be discussed at the August meeting

COORDINATOR: 1) Ginevra, Gunilla, and Thiemo; 2) Gunilla; 3) Thiemo; 4) Gunilla

Appendix 7: Action Plan for Communication

Communications activities, operations 2020

- Facebook: posts regarding our research and events – ongoing.
- Updates to the website prior to each term and as and when required.
- External online news outlets – ongoing.
- Popular science, researcher interviews – bimonthly.
- Communication planning meetings, head of department – weekly
- Communication planning meetings, division directors – monthly.
- Internal communication, news MP blog – ongoing.
- Newsletter, LäsIT – weekly.
- Publication on digital displays – ongoing.

Events, spring 2020

SciFest 7-9 March 2020

Collective, organised attendance for greater impact. Let's make ourselves visible! Planning commences October 2019.

IT20

Communication designed to attract visitors to lectures. IT20 is designed to raise the profile of the department, promote a greater sense of community within the department (We are the department!), close the gap between divisions, reconnect with alumni and recruit students.
- 29 January: AI's Place in the Sciences
- 4 March: Cybersecurity
- 1 April: The Programmed Society
- 8 May: Jubilee celebration

Events, autumn 2020

Culture Night Uppsala 2020

Saturday 12 September 2020
Planning commences in January 2020